

Instructions regarding electronic enrolment for doctoral students – 2nd and following years

Your questions concerning study matters should be addressed to noskova@feec.vutbr.cz or phone ext. 6328

Students of a doctoral degree study program enrol electronically in the central information system Apollo. Access to IS Apollo is enabled after installation of application interface (<http://is.vutbr.cz>).

After signing in IS Apollo (your present login and password are still valid), proceed as follows:

To enrol in the following year of studies check:

- whether it contains all your marks for the completed courses,
- whether it contains the entries concerning your pedagogical practice,
- whether it contains your scientific and research activities.

Proceed as follows:

- Klick on **Studies** in the menu
- Select **PhD studies**
- Tab **Studies** – fill in the fields under the tabs: **Time Schedule, Scientific-research activity, Pedagogic activities, Participation at events**. (The text you fill in will be included in your individual study plan.) To confirm the changes, click on **Save** button.
In this stage, do not yet tick the box “approved by the student”. Once this box is ticked, the access to editing the contents is blocked.
- Tab **Subjects**.
Check your completed courses.
Click the button **Add** to select the courses you wish to enrol to and add them to the list of courses.
- To alternatively delete the courses from your list, click the button **Delete**.
- Tab **Pedagogic practice** – the overview of the evaluation of your teaching activities.
If your teaching activities from the previous academic year are missing, add them with the help of your supervisor.
- Tab **Summary of evaluations and controls of the study** – evaluation of your activities. You can add other activities by clicking on the button **Display and edit** in **“Evaluation of the scientific-research activities”**.

In the course of the enrolment procedure you can view the print report of the unfinished individual study plan in **Studies** tab **File/Print – Náhled (Preview)**.

If the enrolment in the subjects was carried out - you have filled in all the particulars needed in your individual study plan and enrolled in the subjects selected from the menu – tick the box **“approved by the student”** (*approved by the student*) in **Studies** tab. Your supervisor will confirm your enrolment in a similar way. Confirm this plan along with your supervisor till **15 October**.

Attention: Once the enrolment is confirmed, the system will not allow you to edit the entries. Therefore, check your entries thoroughly before you take this step!!!